New Jersey Department of Education
Division of Finance
Office of School Facilities
October 1, 2002

Updated Project Application Guidance Document for Version 1.2

Downloading and Saving the File:

Download the associated "Projectapplication-v1_2-10-1-02.xls" file from the School Facilities website at the URL address of :

http://www.state.nj.us/njded/facilities/projectapplication/

Save the file to your local drive and open the file using Microsoft Excel. The file should be compatible with MS Excel 97-2000. If your version of MS Excel has trouble opening the file, contact Mr. Hany Salib with the Office of School Facilities for a revised file in an older version of Excel. He can be reached at (609) 943-5681.

This file is an MS Excel workbook consisting of multiple worksheet tabs. Each worksheet represents a separate form. Together, they represent a School Facilities Project Application Package. When providing the file to DOE – submitting the file – submit the entire file, **do not try to separate single worksheets/forms from the package**.

When opening the file, you may be notified that the file contains macros and MS Excel will ask you if you wish to disable the macros when opening the file. **You must enable macros** for the file to function properly. If you do not enable macros the file may not function properly and you will not be able to take advantage of automation put in place to assist you in completing the application package.

A separate application package/workbook must be completed for each project being undertaken.

Application Process:

The application process consists of several steps:

1. Download the file as noted above. Because the file is being updated regularly over the next several months, make sure you download a new file each time you make a submission to the DOE. The version number of the current file is:

    Version 1.2: Issued October 1, 2002

2. Obtain a DOE State Project Number through the completion of the   following forms/tabs in the application workbook:

Welcome-001	(Required for State Project Number Assignment)
Transmittal-100	(Required for State Project Number Assignment)
Project application-120	(Required for State Project Number Assignment)
Pre-Development-110	(If District is required to use the Authority to construct their projects and requesting a pre-development services, use this form instead of Project Application-120)

3. E-mail this partially complete application package to DOE at the email address below in order to obtain a DOE State Project Number:

Project_app@doe.state.nj.us

Indicate on the Welcome-001 Form, Section 3, that this is a new Application.

Stop at this point and wait until you receive a returned email from the DOE with the new file name and the State Project number is assigned and this file becomes the working copy.

4. The DOE will assign these numbers, input them into the cells in Step 6 of the [Welcome-001] Form and email the file back to you. DOE State Project Number is applicable to a single project only. Every separate project must receive separate numbers.

5. Complete the remainder of the application forms in the package required for the type of project the District is undertaking. These will be identified for you on the [Welcome-001] Form, item 8 and applicable checklists.

6. Email the completed application file to DOE at the above address. Indicate on the Welcome-001 Form, Section 3, this is an updated file.

7. Print all applicable Forms, collect signatures as required and include a signed Transmittal-100 Form with every submission being mailed to the DOE. This may consist of the following types of submittals:

Forms that require a signature (see designations on [Welcome-001] Form for guidance)
Drawings
Educational Specifications
Land Acquisition documents
Planning Board Transmittals
LRFP Amendment materials as appropriate
Etc….

All paper submissions must be accompanied by a printed, signed, copy of the Transmittal Form-100, the State Project Number printed on the top of each Form and the Transmittal form submitted. Incomplete submission will be returned to sender.

Input Legend:
The various tabs/forms in the workbook include various colored cells and data inputs, which Indicate the following:

White cells: indicates unchangeable or automatically generated information, editing is not allowed by user

**Yellow cells: indicates that data input is required by user**

Purple cells: indicates that particular attention should be paid to this particular data, which may be critical in nature

Yellow Checkbox: check those that apply or are appropriate by clicking in the box

Yellow Radio button: check those that apply or are appropriate by clicking in the circle. The buttons are grouped within a box. Only one in each location can be selected
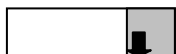
Pull down: click on the arrow and select the information appropriate to your district.

Data Input in the Forms/Workbook:

1. Once downloaded, proceed to fill out the application by undertaking the following steps:

    Fill out the appropriate information on the [Welcome-001] form in the workbook.

Step 1. Select the County Name
Step 2. Select the District Name and identify if the District is a Level II District
Step 3. Check off the items appropriate to describe the various aspects of the project being undertaken
Step 4. The workbook, based on information provided in Step 1, 2 & 3 and other tabs, provides an outline of the forms that are required to be completed in order to fully complete the application to the DOE.
Step 5. The DOE email address is given on this tab to send the completed application file to once filled out. (See Below)

Once the [Welcome-001] Form is filled out proceed to complete the following:
2. [Transmittal-100] Form: Required for all submissions and required to obtain a DOE State Project Number.
3. [Form 110] or [Form 120]: Required for all submissions and one is required to obtain a
DOE State Project Number depending on your district's situation as described
above.
4. Complete the remainder of the forms as applicable to the type of project being undertaken and as guided by the information generated on the [Welcome-001] form.